

Arizona Department of Education

1535 West Jefferson Street
Phoenix, Arizona 85007

Sole Source Procurement Request

Sections **1** through **3** **MUST** be completed
Use attachments as necessary

Section 1

ADE Unit Information:

P8HNS109

Vendor: The CACFP Sponsors Association

Estimated Cost: \$8,750.00

Section 2

Full description of materials or services:

The Health and Nutrition services division operates the Child and Adult Food Care Program (CACFP) and is requesting the purchase of 70 boxes at \$125.00 each of 2009 calendars for Daycare Home sponsors to assist them in operation and compliance with the federal program. Each calendar includes worksheets, a system of record keeping, and tools to track expenditures for Daycare Home sponsors.

Section 3

Justification Describing Why this Procurement is Sole Source and Why there is only a single source available: This type of calendar is designed and created specifically for Daycare Home sponsors who operate the CACFP program. The calendar is a unique tool that in addition to providing dates, it also includes a system of recordkeeping and tracking of expenditures. It also provides worksheets to track the signing in and out of children enrolled in the program. The calendar will greatly assist the sponsors in maintaining fiscal integrity in their reporting requirements. Each box includes 45 calendars at a unit price of \$2.77 per calendar.

Duration of this Sole Source Procurement:

one -time buy

Description of efforts made to seek other sources:
none

Arizona Department of Education Buyer Information

Buyers Name and Title: Jo Summers-Procurement Specialist Joanne.Summers@azed.gov

Phone Number: 602-542-4235

Date:

State Procurement Website Posting Information

R2-7-E301 requires The State Procurement Administrator shall post the request on the state procurements office website and invite comments on the sole-source request for five working days.

Date Posted: 6/12/08

Date Closed: 6/19/08